

This Notice Expires 15 December 1972

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 18-3

TRAINING
16 November 1972

CIA-SPONSORED TRAINING AT LOCAL SCHOOLS
1973 SPRING SEMESTER

1. Those individuals who anticipate CIA sponsorship for the 1973 spring semester on-campus courses at local universities, colleges, and schools should submit their requests on Form 136 (Request for Training at Non-Agency Facilities) to the Training Branch no later than close of business Friday, 8 December 1972. This deadline is necessary to allow adequate processing time for the request and to ensure the timely receipt of tuition advances. Because of time limitations, no exception to this deadline can be made.

2. Individuals with registration dates prior to 8 January whose tuition is in excess of \$25.00 may request an earlier tuition advance by submitting Form 281 (Request for Advance of Funds) along with the Form 136. If tuition is less than \$25.00 the individual will be reimbursed upon submission of tuition receipt and Form 264. Tuition fees for courses approved subsequent to 8 December 1972 will also be reimbursed upon submission of tuition receipt and Form 264.

3. Please note the following:

a. Approval for Agency sponsorship must be obtained prior to registration for a course.

b. Courses must be taken for credit and not for audit.

c. Books are not included in Agency sponsorship.

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4. To prevent delays, each applicant should ensure that all items on the Form 136 required to justify approval are completed (e.g., objective, cover status, entrance-on-duty date, etc. Also indicate whether employee is a graduate, undergraduate, or special student, where applicable, resident or non-resident of state, and if course is to be held on or off campus.)

5. All applicants will be notified by the Training Branch of their approval. Tuition advances will be disbursed in Room 1N-707, Finance Branch, on 8 January 1973. Accounting instructions will be given at that time.



JOHN J. HICKS
Executive Director

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Distribution:
All CIA-NPIC Employees